

WRIGHT RUNSTAD & COMPANY

POSITION TITLE

Receptionist – Headquarters (part time)

ACCOUNTABLE TO

Office Manager

SCOPE OF RESPONSIBILITIES

The Headquarters front desk Receptionist will be responsible for all incoming calls and greeting walk-in visitors. The Receptionist will provide limited support to the Office Manager and various departmental groups on an as-needed basis.

GENERAL RESPONSIBILITIES

- Make sure the front desk is manned at all times.
- Check voicemail in the morning and forward messages.
- Answer all incoming calls in a prompt, courteous, and helpful manner.
- Treat all calls as equally important. If managers are unavailable put calls through to their Administrative Assistants before sending the call to voicemail.
- Receive visitors – always acknowledging them even if you are busy on the phones - and attend to them as promptly as possible. Always announce their full names when calling the person the visitor wishes to see. Do not allow people to wander through the office unescorted.
- Monitor noise level in the reception area so that meetings in the board room are not disturbed.
- Manage the calendar for the conference rooms. Notify Administrative Assistants when refreshments are needed in a conference room. Monitor the conference rooms so they are clean and ready for use.
- Sign for all incoming deliveries. Make sure messages, faxes, and deliveries are promptly distributed. Either deliver them when appropriate or coordinate with Administrative Assistants for pickup from the front desk.
- Keep attendance and delivery logs up-to-date.
- Arrange for outgoing deliveries (Stealth) and for UPS and FEDEX pick-ups.
- Prepare FEDEX labels for overnight mail packages.
- Make sure routing packages for property management offices are ready in time for morning courier pickup on Tuesdays and Thursdays. Sort and deliver mail from returned routing envelopes.
- Handle parking validations and keep log current.
- Sort and distribute paychecks.
- Call for service repairs on the copiers and fax machines.
- Pickup and sort mail in the mornings and take outgoing mail to drop-off location at the end of the day.
- At beginning of work day deliver any Faxes received overnight.
- Do miscellaneous projects as assigned.

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KNOWLEDGE AND SKILLS

Knowledge of basic word processing and spread sheet computer programs, preferably Microsoft Word and Excel software.

Ability to handle several tasks/projects at one time and prioritize needs.

Excellent verbal and written communication skills

Ability to relate to the public and remain pleasant even in difficult circumstances.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to use hands to finger, handle, or feel and is required to talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 5 pounds.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

EDUCATION AND EXPERIENCE

Prefer two years in an office environment.